

# ***Full-Time Wyoming Air National Guard Vacancy (Concurrent Technician & AGR Announcement)***

AIR GUARD AREA 3 – NATIONWIDE TECHNICIAN VACANCY ANNOUNCEMENT  
And INSERVICE AGR (Category 2 Only) VACANCY ANNOUNCEMENT

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

19 June 2007

**ANNOUNCEMENT #: 07-112**

**CLOSING DATE: 18 July 2007**

**POSITION TITLE, SERIES AND GRADE:** Human Resources Assistant (Military), GS-0203-07

**SALARY RANGE:** \$35,752.00 - \$46,478.00 per year

**LOCATION OF POSITION:** 153 MSF, Cheyenne, Wyoming

**APPOINTMENT FACTORS:** Excepted Service Enlisted - the incumbent of this position is required to be a military member of the Wyoming Air National Guard.

**MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA:** After selection must possess or be eligible for assignment to Air Force Specialty Code (AFSC) 3S0XX. Must meet mandatory AFSC Entry Requirements as listed in AFMAN 36-2108. Maximum military grade available is E-6.

**POSITION SENSITIVITY:** 2 - Noncritical-Sensitive (NCS)

**AREA OF CONSIDERATION:** For Nationwide Technicians: This vacancy is open to anyone eligible to join or transfer to the Wyoming Air National Guard. (see page 3 for technician application procedures). For Inservice AGRs: This vacancy announcement is also open to presently employed Category 2 AGRs of the Wyoming Air National Guard (see page 4 for AGR application procedures).

**TECHNICIAN QUALIFICATION REQUIREMENTS:** GENERAL - Must have clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

SPECIALIZED - Must have 12 months of specialized experience which has included:

- (1) Experience in one or more areas of civilian personnel operations;
- (2) Experience in personnel work in making person-to-person contacts to explain regulatory, procedural, and policy requirements;
- (3) Experience in processing transaction of an unusually complicated nature, such as regulatory and procedural problems concerning reductions in force, grievances, classification appeals, etc;
- (4) Experience preparing reports using data from various source documents and preparing reports according to prescribed guidelines.

SUBSTITUTION – A maximum of 6 months of the specialized experience may be substituted by successful completion of a resident school above the high school level, provided the study included at least 6 semester hours in subjects closely related to the personnel field. Such subjects include: English Composition, Public Administration, Personnel Administration, Statistics, Psychology, or other courses where primary emphasis is on writing skills.

**NOTE:** Experience utilizing the Manpower and Personnel – Base Level (MANPER-B) system is desired but will not be used as a qualification factor.

**DUTIES AND RESPONSIBILITIES:** This position is located within the Military Personnel Flight (MPF). Provides technical assistance to all reporting officials. Quality reviews reports for compliance with current directives and standards. Assists in the management of the military awards and decorations program. Ensures accuracy of information input in the Defense Enrollment Eligibility Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Participates in the development of procedures and establishment of policy for building, updating, auditing, and for accountability and disposition of automated and manual records. Authenticates prior and non-prior service enlistments, and prepares and processes enlistment and appointment documents. Participates in processing activities for accessions. Reviews the Unit Personnel Management Roster (UPMR) and coordinates federal recognition boards as required. Suspense packages to ensure timely UPMR and identifies and resolves problems involving mismatches, over-grade/under-grade and/or overage situations. Performs personnel relocation actions pertaining to voluntary and involuntary reassignments, separations, retirements, conditional release programs, separations based upon

Medical Evaluation Board/disability separations and retirements, Stop Loss waiver requests, Selective Retention separations, and inter and intra service transfers. Provides input in the development of plans for administration of contingencies and mobilization, maintaining accountability for all assigned deployed personnel, and Partial Mobilization (PM) management of activation orders in the event of Presidential Reserve Call Up (PRC), and in coordinating with Wing Plans Office to support all unit deployments and wartime tasking. Participates in the management of deployment systems and assists with Personnel Support for Contingency Operations (PERSCO) mission readiness and training. Safeguards and, when appropriate, destroys classified material in compliance with COMSEC procedures and in accordance with Air Force instructions, higher headquarters, and local guidance. Performs other duties as assigned.

**NOMINATING OFFICIAL:** 1<sup>st</sup> Lt Mike Knipper, Human Resources Officer (Military)

**WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:**

2d Lt at (307) 772-5205, DSN 388-5205, or E-Mail [james.tschacher@us.army.mil](mailto:james.tschacher@us.army.mil)

**PRE-EMPLOYMENT INQUIRY:** An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

**SUBMIT YOUR APPLICATION TO:** Human Resources Office  
Attn: Technician Staffing  
5500 Bishop Boulevard  
Cheyenne, WY 82009-3320

**INSTRUCTIONS FOR APPLYING:** All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

***The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.***

## TECHNICIAN SPECIFIC INSTRUCTIONS

You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose.

As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade, AFSC and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

### Special notes:

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/emailed applications will be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5205, DSN 388-5205, or email [james.tschacher@us.army.mil](mailto:james.tschacher@us.army.mil) for any additional information or clarification that you may need in reference to this procedure.

## **AGR SPECIFIC INSTRUCTIONS**

As a minimum, your packet must include the following in order to be considered:

**- NGB 34-1**

**- Records Review RIP – Obtained from your unit, vMPF or the Military Personnel Flight**

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

### **AGR ELIGIBILITY REQUIREMENTS**

1. Applicant must be a current AGR member of the Wyoming Air National Guard.
2. Applicant must not have been previously separated “for cause” from active duty or a previous AGR tour.
3. Applicant must be medically qualified under the provisions of AFI 48-123. An induction physical must be conducted not more than 24 months prior to entry on AGR duty. An AF Form 895 must be completed if physical is more than 30 days old. HIV test cannot be more than six (6) months old prior to the tour start date.
4. Any applicant on the ANG Weight Management Program is ineligible for entry into AGR status. This does not include the probationary period after the loss of weight to satisfy standards. Applicants must meet the height and weight requirements at the time they are placed on the AGR program.
5. Enlisted applicant’s military grade cannot exceed the maximum military grade authorized. Overgrade applicant must indicate in writing, willingness to be administratively reduced in grade when assigned to the position.
6. **This position requires a minimum score of 45 in the “Administrative” area of the ASVAB.** Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
7. Tour lengths may be from 1 to 6 years.
8. IAW ANGI 36-101, paragraph 2.1.3.7, applicant should be able to complete 20 years of active federal service prior to MSD. Exceptions may be considered by ANGRC/DP on a case-by-case basis for exceptional circumstances. Approval will be limited to one five-year tour. Extensions will not be considered. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in Attachment 2 of ANGI 36-101.
9. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.
10. Members must remain in the position to which initially assigned/reassigned for a minimum of 12 months. (The TAG may waive this requirement after selection.)

#### **Special notes:**

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications will be accepted to accommodate deployed members only.

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**FOR AGENCY USE ONLY:** CPCN – 80528E00-303525

FAC – 16B100

Position # 07069051L